

POLICY BULLETIN
CHILD NUTRITION PROGRAMS

CCC 07-06

October 26, 2006

SUBJECT: Required CACFP Enrollment Information - Normal Hours and Days in Care and Meals to Be Received

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USOE Policy Bulletin CCC 10-05 was sent to CCC sponsors and CCC institutions informing them of the requirement to update all child enrollment (registration) forms with the normal days and hours a child will be in day care, and the normal meals expected to be served. This information was to be renewed annually and contain parent or guardian signatures and the date of renewal. All Institutions and Sponsors were required to read and act on the information immediately, with the required new information to be in place for all children by October 1, 2005. After that date, the institution was not allowed to claim meals for any child(ren) who did not have this information on file and up-to-date.

It has come to our attention this past year that many institutions, sponsors and facilities do not yet have this requirement in place. As we begin the new fiscal year of reviews, overclaims **will be** assessed for all children who do not have current, signed, CACFP required enrollment (registration) information.

We suggest this information be kept in the child's individual file. It can be in the form of an enrollment (registration) addendum, or on the enrollment (registration) form itself. Tracking of the renewal date is to be kept on the Master List form, which was mailed to all centers with USOE Policy Bulletin 02-06. Those centers who have joined the CACFP since will find it in the Forms section of their Policy Manual. This form can also be found on the Child Nutrition Programs (CNP) website: www.schools.utah.gov/cnp. We suggest the institution, sponsor, or facility, choose a particular month in which to renew this form to help decrease the possibility of expiration. Tracking of the renewal and renewal procedure will be requested at each Program Review, in addition to actually checking the updated CACFP enrollment information.